



STATE OF CONNECTICUT

DEPARTMENT OF EDUCATION



EMPLOYMENT OPPORTUNITY

CONNECTICUT TECHNICAL HIGH SCHOOLS

ASSOCIATE EDUCATION CONSULTANT EDUCATION CONSULTANT

Open to: The Public

Location: 25 Industrial Park Road, Middletown

Hours: 8:30 a.m. – 4:30 p.m.

Job Posting: # #833 – 58108

Salary Range: Associate Education Consultant - \$86,881 - \$111,662*
Education Consultant - \$94,214 - \$120,360*

Closing Date: July 30, 2014

* New hires to state employment start at the minimum of the above salary range.

The Connecticut State Department of Education is currently recruiting for an Associate Education Consultant or Education Consultant position within the Connecticut Technical High School System (CTHSS) for Adult Education programs. *The selected candidate's credentials will determine the job classification.*

The CTHSS is engaged in a large-scale strategic plan of action for continuous and purposeful improvement that refines and expands accessibility for all CTHSS learners and promotes college and career readiness. CTHSS is focused on developing the capacity of teachers to use research-based practices and deliver explicit and systematic instruction for both trade and academic areas in order to improve the achievement of all students. Applicants for this position should be passionate about helping all students succeed and closing the achievement gap.

GENERAL STATEMENT OF DUTIES:

The Adult Education Consultant provides centralized support to 11 of the 19 technical high schools offering full-time adult education programs throughout Connecticut. The major goals are: to review adult education programs, course offerings, and related curricula; work with instructors and school administration on program accreditation through the Council on Occupational Education (COE); coordinate teacher and student recruitment for all adult programs; provide counseling and enrollment information for apprenticeship programs; coordinate efforts with the Department of Labor around apprenticeship programs; provide assistance in all matters related to program operation and maintenance in accordance with state and federal regulations and CTHSS policies and procedures; other duties as determined by the Superintendent of Schools.

EXAMPLES OF DUTIES:

- Organize and coordinate adult education programs including apprentice and extension courses;
- Oversee Adult Program Accreditation through the Council of Occupational Education (COE);
- Foster on-going relationship with the Department of Labor as it relates to the apprentice and extension courses;
- Provide technical assistance to the Adult Aviation Programs;
- Monitor program enrollment and assist students with scheduling needs;
- Develop program budget and position requests using the Adult Education Planning Budget;
- Assist with federal, state, and independent audits and with the review and update of financial aid regulations,
- Responsible for marketing of program, staff recruitment, and selection with assigned school administrator;

- Provide the necessary instructional materials and resources as well as oversee curriculum development;
- Enter all registration and course data in CAE-Net;
- Oversee all program expenses to ensure that they do not exceed budget;
- Participate in professional development activities and required staff meetings;
- Respond to other related requests from the Superintendent of Schools;
- Coordinate the updating and review of policies for the Adult Student Handbook.

QUALIFICATIONS:

Knowledge in Adult Learning and Programming. More specifically, knowledge of apprenticeship programs, aviation programs, and trade technologies. Working relationship with the Department of Labor and other entities is a plus. Candidate should demonstrate the following characteristics: to be self-directed and focus driven, to have effective time management and organizational skills, to have the ability to communicate and collaborate, to design and deliver training; and to prepare comprehensive reports and program support materials.

MINIMUM QUALIFICATIONS REQUIRED

Education Consultant: An earned advanced degree and eight (8) years of relevant professional experience in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

Associate Education Consultant: An earned advanced degree and five (5) years of relevant professional experience or in lieu thereof, an equivalent combination of experience and training as approved by the appointing authority.

PREFERRED EXPERIENCE:

- Knowledge of trade technologies, preferably a candidate with a license in a related technical field;
- Candidate should have experience in an educational setting;
- Previous supervisory experience and familiarity working with apprentice and extension programs;
- Familiar with apprentice testing out procedures and
- Ability to work with multicultural population.

APPLICATION PROCEDURE:

Interested candidates should reference announcement #833, submit a letter of application and resume with details of experience and training, three (3) pertinent professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.cttech.org> to: **Mr. Chris Beloff, State Department of Education, 165 Capitol Avenue, Room G-16, Hartford, CT 06106. Tel. #860 713-6697. All required documents must be submitted by close of business on the closing date to be considered for interview.**

Please note: Applications will be accepted via U.S mail, or hand delivered only.

Closing date for application is: July 30, 2014

Anticipated date of employment is: Immediate upon selection

The CTHSS is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. The CTHSS does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, ex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction.** Inquiries regarding the Connecticut Technical High School System's nondiscrimination policies and practices should be directed to:

Levy Gillespie
 Equal Employment Opportunity Director/American with Disabilities Act Coordinator
 State of Connecticut Department of Education
 25 Industrial Park Road
 Middletown, CT 06457
 860-807-2071
Levy.Gillespie@ct.gov
 (Coordinator for matters related to Affirmative Action/Equal Opportunity Employment and nondiscrimination policies and practices)

Beatrice Tinty
Education Consultant
Connecticut Technical High School System
25 Industrial Park Road
Middletown, CT 06457
860-807-2220

(Coordinator for matters related to Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973)

U.S. Department of Education
Office for Civil Rights
5 Post Office Square, Suite 900
Boston, Massachusetts 02109-3921
617-289-0111
fax number 617-289-0150
TTY/TDD 877-521-2172

(Matters related to race, color, national origin, age, sex and/or disability)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

#833
7/9/14